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California Wing Policy Letter 22

Subject: ES Task Tracking in MIMS

Background

For some time, selected members of the staff have had the ability to input Emergency Services specialties into MIMS at the achievement level, bypassing the recording of each task comprising the achievement. This feature was used infrequently, and then primarily for conversion of specialties from WMU into MIMS or for renewal of specialties. Effective 1 Dec 2005, this feature was made available to all members, causing some problems. Initial specialties so entered continue to be subject to the approval chain to become effective, but at the group and wing levels, there is no visibility of the member's qualifications to allow an intelligent approval decision. Also, if this method is used, an alternate method of tracking task completion must be followed. Finally, absent a uniform policy, some units might choose to track tasks in MIMS while others track them manually, or not at all, resulting in haphazard management of our member's ES specialty qualifications.

Policy

In the interest of maximizing visibility of our member's ES qualifications to all levels of command, and implementing a uniform approach to tracking and managing task completion throughout the wing, it is the policy of California Wing that the ***ES Single-person Specialty Entry (Achievement Level)*** and the restricted ***ES Multi-person Specialty Entry (Achievement Level)*** modules will not be used for recording Initial ES specialties. Instead, CAWG members will continue to enter tasks for each new specialty into MIMS.

The ***ES Single-person Specialty Entry (Achievement Level)*** shall only be used to enter renewal dates for ES Specialties, after the appropriate re-evaluation of the required tasks IAW CAPR 60-3, Para 2-4. The actual entry of these renewal dates, may be done by the member, subject to the Unit Commander or ES Officer's approval.

Virginia M Nelson

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